



Maintenance and Refurbishment Works of Quarters Two (2) at FEA's National Control Center, Vuda.

Tender Number: MR 334/2017

Fiji Electricity Authority (**FEA**) is a statutory body vested with the responsibility for the provision of electricity supply throughout the Fiji Islands. The **FEA** is hereby requesting proposals from the reputable contractors to carry out refurbishment works for FEA's Quarters Two (2) at National Control center at Vuda.

A. SPECIFICATIONS

1. PRELIMINARY AND GENERAL

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

2. SITE LOCATION

National Control Center, Vuda

3. Fiji ELECTRCITY AUTHORITY

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force.

4. BUILDING CONDITIONS

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing.

5. WORK PLAN

The contractor shall prepare a Work Program, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Officer in charge for his approval before commencing with work on the site.

B. OTHER RELEVANT INFORMATIONS

1. SITE SAFETY MANAGEMENT SYSTEM

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force. The contractor is to obtain all approvals from Ministry of Labour for any scaffolding to be used on the site. All PPE's and other safety equipment's will be checked by FEA's Health and Safety Department (HSE) to confirm if they are in

compliance with the relevant current safety standards. No work shall commence prior to approvals given from FEA's HSE Department.

2. ENVIRONMENTAL CONTROL

Comply with all environmental protection provisions in the Contract and the requirements of any statute, by-law, standard and the like related to environmental protection.

3. PROTECTION OF PEOPLE AND PROPERTY

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

4. DURATION OF WORK

The expected duration for the completion of work shall be four (4) weeks.

5. STORAGE ON SITE

Store materials and equipment on site to prevent damage to site and minimize hazards to persons, materials and equipment. Keep storage area neat and tidy.

Take proper precautions to keep poisonous and other injurious substance in place secured against access by unauthorized persons.

6. DAILY DIARY REPORTS

Progress reports shall be submitted daily on the forms provided by the Officer in charge or Team Leader.

7. CARE OF THE WORKS, ETC

The contractor shall keep all persons under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

8. CLEARING AWAY

The contractor shall take down and clear away all plant and temporary work and make good. The contractor shall remove all existing rubbish and debris and surplus materials from the site as they accumulate and at completion; and clean all surfaces, including those of the affected portions of the existing premises, internally and externally, and leave the works clean and to the satisfaction of the Officer in charge or Team Leader at completion.

9. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT

FEA maintains drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Smoking tobacco is not allowed in FEA buildings and if so there will be designated smoking areas. Offensive language or actions are not acceptable. The FEA shall have the absolute right to require replacement of any employee the FEA deems objectionable to work on FEA premises.

10. INSURANCE REQUIREMENTS

The Contractor shall be solely responsible for all respective insurance cover of person, tools, equipment involved in carrying out the Works.

The Contractor must obtain and maintain respective insurance cover at all relevant times sufficient to cover any loss or costs that may be incurred and for which the Contractor is liable in connection with the contractual works, including:

Contractors All Risk	\$500,000.00
Public Liability	\$500,000.00
Workmen’s Compensation	\$250,000.00

11. Site Visit

a) All interested bidders must attend a **compulsory** site visit as follows:

Location	Date	Time	Contact Person
National Control Center	28/11/17	11.00am	Kaushik Kumar

b) All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him before submitting his tender, as to the nature of the work and necessity for the carrying out the contract work.

General Condition

The FEA approved contractor must ensure that the Building Maintenance work and any further additional works required here within – must be carried out in compliance to the National Building Code of Fiji, for Cyclone Certification works and must take under consideration, that there will be no further variation costs involved during commencement of the contract period or the approved contractor must be liable for any variations.

The Approved Contractor must ensure that any damaged caused to its existing infrastructure and premises should take the responsibility to repair and be liable for damages, and also that its employees are working under OHS regulations ensuring safety at all times.

The contractor to closely coordinate with the relevant authorities for the compliance and standards required, and update all the progress activities to the Officer in charge.

The Approved Contractor must ensure that only treated A-Graded Timber to be used. All timber material structure to be painted with oil based paint and concrete structure with Water based paint. All roof sheets and screws shall be compliant to relevant Australian Standard and National Building Code of Fiji.

The contractor shall declare all the sub-contractors used in completion of the works and FEA financial terms are applicable to these works,

SCOPE OF WORKS:

Site location: NCC, Vuda.

Quarters Two (2)

**GENERAL MAINTENACE AND REFURBISMENT WORK.**

SCOPE	COST (VIP)	REMARKS
1. Allow for repair works to any damage or defective interior walls, damage or defective Ceilings, any damage or defective exterior walls, roofing claddings, ceiling skirting, fascia boards and porch. Allow for replacement of all marked, cracked.		
2. Chemically clean the entire surface with Moss and Mould killer, remove all cob webs. Allow cleaning of roof, interior and exterior, veranda and walkway using a high pressure water blaster and prepare the surface for painting.		
3. Paint the interior and exterior of building walls and other structures. Apply single undercoat and two finishing coat to walls, frames, fascia, eaves, ceiling, doors, window frames, hurricane shutters. Water based paint to be used on the concrete walls and oil based to be used on the timber structures. NOTE: all paint should be of FEA standard.		
4. Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary.		
5. Allow for repair/ replace all doors, repair/replace door mechanisms (door closures) and door frames. Replace all door locks with the existing type and provide keys for the individual unit.		
6. Allow for repair works in the Kitchen. Repair all cupboards, change hinges and apply new paint. Ensure that the kitchen area is tidy.		
7. Removal of all the rubber tiles and retiling using ceramic tiles on the floor including the wet area (bathrooms and wash rooms)		

8. Replacing all damaged taps and showers.		
9. Replacing all faulty wiring, switches, lights and GPO's		
Total of bill 1		

TENDER CHECK LIST

(To be filled and accompanied with the Tender Proposals/Documents)

Tender Specification Form

Tender Number _____

Tender Invitation and Acceptance Terms & Conditions of the Tender

The following information has to be filled by the bidder and submitted with Tender Documents:

1. Company Name: _____
2. Director/Owner(s): _____
3. Postal Address: _____
4. Phone Number: _____
5. Fax Number: _____
6. Office Location: _____
7. TIN Number: _____
8. Company Registration Number: _____
9. FNPF Employer Registration Number: _____
10. Number of Branches & Locations: _____
11. Years of Experience: _____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____

Information required for this Tender Check List *(Please Tick & Enter the page number of the Submission)*

- | | |
|-------------------------------------------------------------------------------------------------------------------|-------------------|
| <input type="checkbox"/> Company Profile (Including Director(s) Owner(s)) | Page NO. _____ |
| <input type="checkbox"/> Certificate of Business Registration | Page NO. _____ |
| <input type="checkbox"/> Business License | Page NO. _____ |
| <input type="checkbox"/> TIN Number | Page NO. _____ |
| <input type="checkbox"/> Vat Registration | Page NO. _____ |
| <input type="checkbox"/> FNPF Registration Number | Page NO. _____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Evidence of Public Liability Insurance Cover
NO. _____ | Page
NO. _____ |
| <input type="checkbox"/> HSE Certification & Policies | Page NO. _____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference | Page NO. _____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff
<i>(Key Employee Profile. Curriculum Vitae....etc)</i> | Page NO. _____ |
| <input type="checkbox"/> Cost Proposal | Page NO. _____ |
| <input type="checkbox"/> Description & Quality of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Price Validity of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Warranty/Guarantee of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Other Information Regarding this Tender | Page NO. _____ |

To be filled and accompanied with the Tender Proposal Documents

Submission of Tender

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at **4:00 p.m. (16.00hrs Fiji time) on Wednesday 6th December, 2017.**

Site Visit: FEA's National Control Centre, Vuda at 11.00 am on Tuesday 28th November, 2017

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

MR 334/2017

Maintenance & Refurbishment Works of Quarters Two (2) at FEA's National Control Centre, Vuda, Lautoka

The Secretary, Tender Committee
Fiji Electricity Authority
Supply Chain Office
Private Mail Bag, Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9991587**.

Bidders are requested to submit a:

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**